







STATE OF MONTANA

TYPICAL ISSUES

1. Tiny spaces
2. Name incorrect
3. No ID
4. Name on title doesn't match ID
5. Owner's name has changed

THIS IS A SAMPLE DOCUMENT. IT IS NOT A LEGAL INSTRUMENT. IT IS NOT TO BE USED FOR ANY OTHER PURPOSE.

STATE OF MONTANA

TYPICAL ISSUES (cont.)

6. Title has one or more liens listed
7. Deceased owners – (death certificate)
8. Multiple owners
9. Customer has already signed
10. Transfer ownership from divorced spouse

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STATE OF MONTANA

TYPICAL ISSUES (cont.)

11. Notarial block already completed
12. Names spelled wrong
13. Owner is a child
14. Owned by Business
15. Signer has POA, Trust, Guardianship Authority

THIS IS A SAMPLE DOCUMENT. IT IS NOT A LEGAL INSTRUMENT. IT IS NOT TO BE USED FOR ANY OTHER PURPOSE.

STATE OF MONTANA

TYPES of ISSUES

- **Non-Issues**
- **TRB Issues**
- **Customer Issues**
- **Notary Issues**

KEEP IN MIND: PLACE ANY ALTERATIONS OF CORRECTIONS TO THE TITLE WORDS THE TITLE

STATE OF MONTANA

NON- ISSUES

- **Tiny spaces - *deal with it***
- **Owner is a child – *age is irrelevant***
- **Liens – *ignore - not your concern***

KEEP IN MIND: PLACE ANY ALTERATIONS OF CORRECTIONS TO THE TITLE WORDS THE TITLE

STATE OF MONTANA

TRB ISSUES

- **Name on title is spelled wrong**
- **Name on title is incorrect**

A Notary Cannot Fix These Problems

KEEP IN MIND: PLACE ANY ALTERATIONS OF CORRECTIONS TO THE TITLE WORDS THE TITLE

STATE OF MONTANA

Handling TRB Issues

- **Send customer to County Treasurer's Office**

OR

- **Have them contact TRB directly**

Scott Hart Bldg
302 N. Roberts
Helena, MT
(406) 444-3933

KEEP IN MIND: PLACE ANY ADDITIONAL WORDS OR PHRASES IN THE SPACE PROVIDED BELOW THE TITLE

STATE OF MONTANA

CUSTOMER ISSUES

No Satisfactory ID

- Use Credible Witness
 - *Must be in notary's physical presence*
 - *Must personally know the signer*
 - *Must be personally known to, or properly identified by, notary*
 - *Cannot be a party to, or beneficiary of, transaction*

KEEP IN MIND: PLACE ANY ADDITIONAL WORDS OR PHRASES IN THE SPACE PROVIDED BELOW THE TITLE

STATE OF MONTANA

CUSTOMER ISSUES

Transfer Ownership *From* Divorced Spouse

- *As a notary, you do not know what is needed to accomplish this*
- *You may notarize the signature of the person personally appearing to you.*
- *Questions should be referred to the County Treasurer's Office or TRB*

KEEP IN MIND: PLACE ANY ADDITIONAL WORDS OR PHRASES IN THE SPACE PROVIDED BELOW THE TITLE

STATE OF MONTANA

CUSTOMER ISSUES

Deceased Owner

- Signer has death certificate
 - *Death certificate does not constitute "identification"*
 - *Signer must have documentary proof of authority to sign on behalf of estate – Executor, Personal Representative, etc.*
 - *Power of Attorney is not acceptable!*

KEEP IN MIND EACH AND EVERY ATTENTION TO CUSTOMER AND THEIR NEEDS

STATE OF MONTANA

Handling Customer Issues

- **Be aware of what you can and cannot do!!**
- **Don't give legal advice** (unless you're a lawyer)!
- **Be professional** – (help if you can)
- **Don't buy into customer's drama**

KEEP IN MIND EACH AND EVERY ATTENTION TO CUSTOMER AND THEIR NEEDS

STATE OF MONTANA

NOTARY ISSUES

- Customer has already signed
- Notarial block already completed
- Multiple owner issues
- Name doesn't match
- Vehicle is owned by business or signer has POA, Probate, Trust, or Guardianship authority
- Old titles

KEEP IN MIND EACH AND EVERY ATTENTION TO CUSTOMER AND THEIR NEEDS

STATE OF MONTANA

NOTARY NAME ISSUES

- Names don't exactly match
- Owner's name has changed
- Title issued to business
- Signer has POA, Probate, Trust, or Guardianship Authority

NEVER IN LIFE PLACE ANY ALTERNATION OF EVIDENCE IN FRONT OF THE TITLE

STATE OF MONTANA

NOTARY NAME ISSUES

Names Don't Exactly Match

- ID Issue
 - Request additional IDs
 - Refuse if not satisfied
- Name Change (marriage/divorce)
 - Connect the dots
 - Copy of marriage certificate
 - Copy of divorce decree

NEVER IN LIFE PLACE ANY ALTERNATION OF EVIDENCE IN FRONT OF THE TITLE

STATE OF MONTANA

NOTARY NAME ISSUES

Basic Rule – The owner's name(s) as it appears on the title is the name that must be entered as the signer(s)/seller(s) name and signature, and notarized as such.

NEVER IN LIFE PLACE ANY ALTERNATION OF EVIDENCE IN FRONT OF THE TITLE

STATE OF MONTANA

If the name on the title appears as:	The seller(s) must print and sign the title as:
1. Arthur G. Johnson	1. Arthur G. Johnson
2. Corey Robert Jones	2. Corey Robert Jones
3. David P. Miller	3. David P. Miller
Rebecca Johnson Miller	Rebecca Johnson Miller
4. Mary Elizabeth Anderson-Kelley	4. Mary Elizabeth Anderson-Kelley

THE NOTARY MUST IDENTIFY THE SIGNER(S) AND ENTER THE NAME(S) IN THE NOTARIAL CERTIFICATE EXACTLY THE SAME WAY

KEEP IN MIND: PLACE ANY ALTERATIONS OF DOCUMENTS IN THE "NOTES" SECTION OF THE TITLE

STATE OF MONTANA

NOTARY NAME ISSUES

Title Issued to Businesses
Signer has POA, Probate, Trust, or Guardianship Authority

- All Representative Capacity Signers
 - *Verify identity, capacity, and authority of signer*
 - *Complete notarial block appropriately!!!*

KEEP IN MIND: PLACE ANY ALTERATIONS OF DOCUMENTS IN THE "NOTES" SECTION OF THE TITLE

STATE OF MONTANA

If the title shows:	The seller(s) must print and sign the title as:
➤ Fred's Plumbing	➤ Fred's Plumbing by Fred Smith, Owner
➤ ABC, Inc.	➤ ABC, Inc., by Alan Bradley Cason, President
➤ The Miller Family Trust	➤ Miller Family Trust, by David P. Miller, Trustee

KEEP IN MIND: PLACE ANY ALTERATIONS OF DOCUMENTS IN THE "NOTES" SECTION OF THE TITLE

STATE OF MONTANA

NOTARY SPACE ISSUES

- **Customer has already signed**
- **Notarial block already completed**
- **Multiple owners – *not enough room***

KEEP IN MIND: PLACE ANY ALTERATIONS OF COPIES ON BACK OR SEPARATE WOOD THE TITLE

STATE OF MONTANA

NOTARY SPACE ISSUES

Customer Has Already Signed

- **Have customer re-sign in your presence**
 - Use space beside previous signature
 - Do not cross out first signature
- **Have customer complete MV100 – *(sample provided)***

KEEP IN MIND: PLACE ANY ALTERATIONS OF COPIES ON BACK OR SEPARATE WOOD THE TITLE

STATE OF MONTANA

NOTARY SPACE ISSUES

Notarial Block Already Completed

- **If completed by previous notary - Use MVD loose certificate**
 - *Indicate notarization attached*
 - *Put note in journal*
- **If completed in error – line through – Use MVD loose certificate and attach MV100 *(completed by whomever made mistake)***

KEEP IN MIND: PLACE ANY ALTERATIONS OF COPIES ON BACK OR SEPARATE WOOD THE TITLE

STATE OF MONTANA

NOTARY SPACE ISSUES

Multiple Owners – Not Enough Room

- **Use loose certificate** – *(sample provided)*
 - Use only form required by MT MVD
 - Indicate “Notarization for “ _____ attached.”
 - Make note in your journal

NEVER PLACE ANY ALTERATIONS OR ADDITIONS TO THIS FORM. IF YOU DO, IT IS VOID.

STATE OF MONTANA

MISC. NOTARY ISSUES

- **Multiple owners - *not all signers present***
- **Old Titles**

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STATE OF MONTANA

MISC. NOTARY ISSUES

**Multiple Owners –
Not All Signers Present**

- **No problem – just notarize for the person(s) appearing to you**
 - Enter the word “only” after signer’s name in notarial block
 - Indicate you only notarized for only one of the owners in your journal

NEVER PLACE ANY ALTERATIONS OR ADDITIONS TO THIS FORM. IF YOU DO, IT IS VOID.

MONTANA MOTOR VEHICLE TITLE

Old Version

Issued before 2010



JAN 1, 1905
NORTHSTAR IN THE
State of Montana
Recording and Certificate, Montana
REGISTRATION DIVISION
August 2, 2018

THE VEHICLE(S) MAY BE SUBJECT TO OTHER GOVERNMENT INTERESTS

The Montana Department of Justice, Motor Vehicle Division, hereby certifies that the person(s) named above claims the ownership of the vehicle/year described which is subject to this security interest(s) shown:

DO NOT CHECK IF APPLICABLE	<input type="checkbox"/> This document exactly reflects the amount of advance payment of the installment loan. <input type="checkbox"/> The borrower residing in not his actual residence having a different domicile. <input type="checkbox"/> The vehicle is owned by a corporation or partnership. If so, state the name and address of the owner. <input checked="" type="checkbox"/> I am the owner of this vehicle and it was obtained from me as such and is being sold to the person(s) named above, and if selling for a commercial sale, then have full action in the case. Signature of Seller: _____ <i>Mervyn Loy</i> Printed Name: _____ Address of Seller: _____ City or Town: _____ County: _____ State: _____ Zip Code: _____ Date of Sale: _____ Consideration for Sale: \$ _____ or less than cash - Explain below: _____ Title Insurance: _____ Title Insurance will remain in effect until the car is paid for. DO NOT RE-USE OR REPEAT ANY INFORMATION FROM PREVIOUS RECORDS AND PARTISANS ARE LISTED: Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Subscribed and affirmed to before me on this _____ day of _____, A.D. 201_____. Notary Signature: _____ My Comm. Expires: _____ Printed Name: _____ Title of Office: _____ Place of Office: _____ Commission No.: _____ County of: _____ State: _____ Zip: _____
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Nov 5, 2015
Mervyn Loy
 Lewis & Clark

MONTANA DEPARTMENT OF JUSTICE
 REGISTRATION DIVISION
 100 N. BRIDGEMAN AVENUE SUITE 100 • BUTTE, MT 59717-3000
 PHONE: (406) 241-2100 FAX: (406) 241-2101
 WWW.MT.GOV

STATE OF MONTANA

MISC. NOTARY ISSUES

New Titles - *issued after 2010*

- **Signature - “Signed”**
- **You do not have to re-enter the information contained in your stamp**
 - *Draw line to indicate spaces were not unintentionally left blank or overlooked*

PLEASE PRINT OR TYPE IN CAPITAL LETTERS. SIGNATURES OF SELLER AND BUYER MUST BE IN INK.

STATE OF MONTANA

MONTANA MOTOR VEHICLE TITLE

New Version
Issued after 2010

The vehicle vessel may be subject to other security interests.

As the Registered Owner of the above vehicle, I transfer all rights, title and interest in this vehicle to the following person, as of the date below.

First name of Buyer, whether individual or business _____ City _____ State _____ Zip _____

Buyer's Street Address _____

Federal and state law require that the owner state the mileage of a vehicle upon transfer of ownership. If you fail to complete this disclosure or provide a false statement, you may be subject to fines and/or imprisonment.

I state that this check one is ☐ or ☐ (if ☐ odometer now reads (no tenths) _____ miles, date read _____ and to the best of my knowledge it reflects the actual mileage unless one of the following disclosures is checked.

DO NOT CHECK UNLESS APPLICABLE:

☐ The odometer reading reflects the amount of mileage in excess of its mechanical limits

☐ The odometer reading is not the actual mileage. Warning - odometer discrepancy

Under penalty of law, I certify the above odometer disclosure and transfer of ownership information is correct to the best of my knowledge that I am the same person named above, and if signing for Signature of Owner or Agent of Owner (Vendor)

Signature of Owner or Agent of Owner (Vendor) *Myrna Loy* Printed name - must be the same as signature (do not type)

Notary Public for the State of Montana

My commission expires *Nov 5, 2015*

Notary Seal/Stamp

Signature of Buyer - only one signature is required _____ Printed name - must be the same as signature (do not type)

Rev. 2010

STATE OF MONTANA

Handling Notary Issues

- **Be professional**
- **Rely on fundamentals – Titles are not any different than any other document!**
- **Take responsibility for your errors –**
 - **Statement of Fact form – MV 100**
(Keep a supply handy)

PLEASE PRINT OR TYPE IN CAPITAL LETTERS. SIGNATURES OF SELLER AND BUYER MUST BE IN INK.






